

## MEDICAL EDUCATION COMMITTEE

### MEETING MINUTES

Meeting Date: Tuesday, November 17, 2015  
 Time: 4:00 – 6:00 pm  
 Meeting Location: DHMC – Auditorium C  
 Approval: Tuesday, February 16, 2016  
 Recorded By: Alison Ricker

#### ATTENDANCE

Voting Members		Voting Members		Non-Voting Members		Non-Voting Members	
Barnes, Aaron (4 <sup>th</sup> Yr. Rep)	--	Nierenberg, David (Clinical-Pharmacology)	X	Cousineau, Laura (Library Sciences)	X	Ogrinc, Greg (SADME)	0
Black, Candice (Clinical-Pathology)	X	Ramos, Joshua (1 <sup>st</sup> Yr. Rep)	X	Dick, III, John (Yrs III, IV)	X	Reid, Brian (IS)	X
Chidawanika, Tamutenda (PhD Rep)	0	Rees, Christiaan (PhD Rep)	0	Eastman, Terri (On Doctoring)	--	Sharma, Swapna (Resident, DHMC)	0
D'Agostino, Erin (2 <sup>nd</sup> Yr. Rep)	X	Sachs, Marlene (CPEB)	X	Fall, Leslie (Faculty Dvlpt)	--	Shoop, Glenda (Learning Srv/Curric. Design & Evaluation)	0
Freemantle, Sarah (Basic Science)	X	Smith, Marietta (3 <sup>rd</sup> Yr. Rep)	0	Frew, Julia (SBM)	--	Swenson, Rand (LCME)	X
Hyde, Robert (Clinical-EM)	0	Symonds, Lynn (4 <sup>th</sup> Yr. Rep)	--	Grollman, Diane (Assessment)	X	Hammond, Rachel (Admin. Support)	X
Johansen, Sarah (Chair)	X	Usherwood, Edward (Basic Science)	X	Jaeger, Michele (Registrar)	X	(TDI)	
Manning, Harold (Clinical-Pulmonary)	X	Weinstein, Adam (Clinical-Pediatrics)	X	Kidder, Tony (Simulation Lab)	--	(Biomedical Libraries)	
Merali, Natasha (1 <sup>st</sup> Yr. Rep)	X			Lyons, Virginia (Year I)	X	(Associate Dean of Student Affairs)	
Montana, Philip (2 <sup>nd</sup> Yr. Rep)	--			McAllister, Stephen (IS)	--	(Director of Learning Services)	
Morrow, Cathleen (Faculty Council)	0			Nelson, Bill (VIG)	X	Ricker, Alison (Admin. Support)	X
Morton, Stephanie (3 <sup>rd</sup> Yr. Rep)	0			Ogrinc, Greg (CCD-Continuous Curriculum Dvlpt)	0		
Guest(s)		Guest(s)		Guest(s)		Guest(s)	
Tonya Luttinger							
Pamela Bagley							

Present = X / Absent = -- / Excused = 0

**1. Call to Order – Sarah Johansen, MD**

Dr. Sarah Johansen, Chair, called the meeting to order at 4:00 pm.

**2. Approval of October's meeting minutes – Sarah Johansen, MD**

*Minutes were not voted on.*

**3. Announcements – Sarah Johansen, MD**

Dr. Sarah Johansen and Rachel Hammond have been working with the interested candidates on collecting letter of interest. A list of candidates will be sent out to the MEC members for an electronic vote. The nominees will be presented to the Faculty Council for approval.

Dr. Johansen has assigned MEC members to the course reviews where volunteers have not signed up. If the members are unable to participate in the review, it will be the member's responsibility to find a replacement for the course review.

**4. Old Business – Sarah Johansen, MD****• Year I: Pathology Action Plan – Sarah Johansen, MD**

The objectives were not submitted, and in order for the course to be approved the objectives need to be reviewed by the members. Dr. Sarah Johansen will ask Dr. Bill Hickey to prepare the objectives for February.

Discussion around the medical examiner session, and the MEC agrees that the session should continue to take place. The issue was that students thought it was very graphic and they would appreciate advanced notice so they may prepare for the viewing. The MEC is leaving this up to Dr. Hickey to decide how he would like to address this with the students.

**5. New Business****• Year III: Family Medicine Clerkship Review – John Dick, MD, Cathy Morrow, MD, Leah Matthews, MD, Tonya Luttinger, MD, Scottie Eliassen, MS**

This clerkship is six weeks long, and repeats eight times throughout the academic year. The Family Medicine Clerkship is one of the busiest clerkships and most popular, it also covers social determinants of health.

There was a discussion on suture removal and local anesthetics, and it was decided that intermuscular and subcutaneous injections will be added to the essential skills in the family medicine clerkship and subdermal will be added to the suturing workshop.

There was a discussion around the upcoming large class sizes and how this impact the clerkships over the blocks. The current numbers are manageable, but increasing the numbers is concerning and will be difficult, but will be able to accommodate.

See attachment(s).

***Dr. Sarah Freemantle made a motion to approve the Family Medicine Clerkship and Action Plan. The motion was seconded by Dr. Adam Weinstein. The motion passed by a unanimous vote.***

- **Year I & II: Preparedness Evaluations Results – John Dick, MD**

Dr. John Dick presented the results from the preparedness evaluations. There has been improvement in the clinical skills and medical knowledge.

The outcome of the survey will be used to inform decisions on what to augment. Dr. Adam Weinstein and Dr. John Dick will work on putting a document together to share the themes with the clerkship directors.

At the end of each clerkship block the directors have access to the evaluations.

See attachment(s).

- **Library Report for 4-Year Curriculum – Laura Cousineau, MLS**

Dr. Sarah Johansen asked that the Biomedical Library come to the MEC to give an update on how they are working with the curriculum.

Philosophy:

- Integrate teaching into the curriculum
- Minimize stand-alone lectures
- Reach students at point of need
- Assure relevance to what students are learning at the time
- Be flexible and adapt as curriculum changes

Year I: Awareness

- Orientation to the library
- Working on integration into year 1 PBL
- Workshop for students doing summer research after year 1

Year II: Access

- Match information needs with appropriate resources
- In the context of questions raised in PBL

Year III & IV: Access, Appraise, and Apply in the Clerkships

- Work with them on the first day of clerkship
- Day-in-the-life activity

Laura Cousineau is looking for a 4-year clerkship to round with in the coming year.

See attachment(s).

- 6. **Adjournment – Sarah Johansen, MD**

Dr. Sarah Johansen, Chair, adjourned the meeting at 6:00 pm.

**7. Action Items**

- Provide Dr. Hickey deadline of February 16 for action plan and objectives to MEC

**8. Future Business**

- Incorporate a question into course review format to provide opportunity for course director to anticipate future concerns regarding faculty staffing, course structure or function of their course.
- Policy on Special Topics: Independent Electives
- Residents as Educator – Review of current Education Structure
- Inter-Professional Student Experience
- Determinants of Health-objectives and how to access
- Enrichment Electives
- 4-year Curriculum Development

**9. Future Meetings**

*\*\*\* Please note these meetings are on the 3<sup>rd</sup> Tuesday of each month, 4:00p-6:00pm*

- December 15, 2015 (*Cancelled*)
- January 19, 2016
- February 16, 2016
- March 15, 2016